

FEDERAL AVIATION ADMINISTRATION
September 23, 2002

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 18

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Paying for Travel and Transportation Expenses When an Employee's Contractor-Issued Individually Billed Travel Charge Card Privilege Is Cancelled or Suspended.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to clarify that when an employee's contractor-issued individually billed travel charge card privileges are cancelled or suspended, the employee must procure the travel and transportation using personal funds, and will be reimbursed only to the amount the employee would have been charged if the employee had used the contractor-issued individually billed travel charge card.
2. **When are these revisions effective?** The revisions are effective September 23, 2002.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. The Travel and Transportation Reform Act of 1998 (Pub. L. 105-264, Oct. 19, 1998) mandates that employees must use the travel charge card to pay for travel and transportation expenses. The Federal Aviation Administration Travel Policy (FAATP) incorporated the statutory mandate in Part 301-51 – Paying Travel Expenses.
 - b. Section 1344 of title 31, requires that all transportation expenses must be audited. That section authorizes the General Services Administration (GSA) to issue implementing regulations on the payment of transportation expenses. GSA mandates that all transportation over \$100 must be procured using the travel charge card program. Purchase by any other method, including a personal charge card, are considered an unauthorized use of cash to purchase common carrier transportation, and under the GSA regulations and FAATP § 301-51.104, the employee's reimbursement is limited to the cost of such transportation using the authorized method of payment.
 - c. Employees whose contractor-issued individually billed cards are cancelled or suspended are required to use personal funds, which constitutes an unauthorized use of cash to procure common carrier transportation. As such, we have limited these individuals' reimbursement to what the transportation would have cost had they traveled by the authorized common carrier using the authorized method of payment.

- d. The Office of Financial Management, however, continues to receive the question – How can this be an unauthorized cash purchase when the employee does not have access to the travel charge card program? Consequently, this amendment clarifies the status of such purchase by adding more specific language that directly addresses the payment for travel and transportation expenses when an employee’s travel charge card privileges have been cancelled or suspended.

5. **What are the revisions in this document?** This document amends the FAATP as follows:

- a. Part 301-50 is revised by redesignating old § 301-50.7 as new § 301-50.8, and by adding new § 301-50.7 to read as follows:

§ 301-50.7	Must I arrange travel as provided in this § 301-50.1 if my contractor-issued individually billed travel card is cancelled or suspended?	No.
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- b. Subpart A of Part 301-51 is revised by adding § 301-51.4 to read as follows:

§ 301-51.4	If my contractor-issued individually billed travel card is cancelled or suspended, how do I pay for travel?	Unless your contractor-issued individually billed travel card is cancelled or suspended due to FAA’s fault, you must use your personal funds to pay for travel and transportation expenses. FAA, however, will only pay the cost of such expenses up to the amount you would have been charged if you had used your contractor issued individually billed travel charge card. You will be responsible for any amounts in excess of the amount you would have been charged if you had used your contractor issued individually billed travel charge card.
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- c. Section 301-51.102 is revised by removing the reference “301-51-100” from the question and by adding in its place the reference “301-51.100”.

- d. Subpart C of Part 301-51 is revised by redesignating old § 301-51.105 as new § 301-51.106, and by adding new § 301-51.105 to read as follows:

§ 301-51.105	How is my transportation reimbursement affected if my contractor-issued individually billed travel card is cancelled or suspended?	Unless your contractor-issued individually billed travel card is cancelled or suspended due to FAA's fault, you must use your personal funds to pay for travel and transportation expenses. FAA, however, will only pay the cost of such transportation expenses up to the amount you would have been charged if you had used your contractor issued individually billed travel charge card to procure a ticket on the authorized mode of transportation. You will be responsible for any amounts in excess of the amount you would have been charged if you had used your contractor issued individually billed travel charge card to procure transportation.
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6. **Why did we make the revisions in this document?** As follows:

- a. Part 301-50 is amended by adding new § 301-50.8 to clarify that an employee whose contractor-issued individually billed travel charge card is cancelled or suspended is not required to use the travel services provided to FAA.
- b. Part 301-51 is amended by adding new § 301-51.4 to clarify that an employee whose contractor-issued individually billed travel charge card is cancelled or suspended must use your personal funds to pay for travel and transportation expenses, and FAA will only pay the cost of such expenses up to the amount the employee would have been charged if the employee had used the contractor-issued individually billed travel charge card.
- c. Section 301-51.102 is amended to make an editorial correction to the reference by replacing the dash with a period.
- d. Part 301-51 is amended by redesignating old § 301-51.105 as new § 301-51.106, and by adding new § 301-51.105 to clarify that an employee whose contractor-issued individually billed travel charge card is cancelled or suspended must use your personal funds to pay for common carrier transportation expenses, and FAA will only pay the cost of such expenses up to the amount the employee would have been charged if the employee had used the contractor-issued individually billed travel charge card to procure transportation on the authorized carrier using the authorized method of payment.

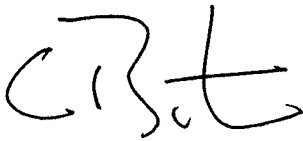
7. **What pages must I change in my looseleaf FAATP?**

You must remove:	And replace with:
Part 301-50,	Part 301-50.
Part 301-51,	Part 301-51.

CHRIS BERTRAM
Assistant Administrator for
Financial Services/
Chief Financial Officer

7. What pages must I change in my looseleaf FAATP?

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